



Environmental Protection Agency

Vacancy Listing Report

Vacancy Number: Reg 9-MP-2006-0025

Vacancy Description: Budget Analyst, GS-560-9 / 11 (PMD)

Vac/Duty Loc 1: 1, San Francisco County, CA

Vac/Duty Loc 2:

Vac/Duty Loc 3:

Series/Grade: GS-0560-09/11

Hiring Agency: Environmental Protection Agency

Contact Information: Vicki Lane, 415-972-3826, lane.vicki@epa.gov

Promotion Potential: GS-12

Date Opened: 12/27/05

Date Closed: 1/10/06

Salary: 49124 - 77271

Information:

BEFORE APPLYING, PLEASE READ THE ENTIRE ANNOUNCEMENT AND PAY PARTICULAR ATTENTION TO THE "HOW TO APPLY FOR THIS VACANCY ANNOUNCEMENT" PARAGRAPHS WHICH INCLUDE INSTRUCTIONS FOR SUBMITTING REQUIRED SUPPLEMENTAL DOCUMENTS NECESSARY IN ORDER TO BE CONSIDERED.

RELOCATION EXPENSES

Travel, transportation, and relocation expenses will not be paid by the Agency. Any travel, transportation, and relocation expenses associated with reporting for duty in this position will be the responsibility of the selected candidate.

WHO MAY APPLY

This merit promotion announcement is open to current permanent Region 9 Policy and Management Division employees only.

LOCATION OF POSITION:

U.S. Environmental Protection Agency, Region 9, Policy and Management Division, Comptroller Office, San Francisco, California

NUMBER OF POSITIONS: 1 (Full-Time)

SALARY RANGE:

GS-09: \$49,124 - \$63,866 per annum

GS-11: \$59,436 - \$77,271 per annum

PROMOTIONAL POTENTIAL

The highest grade (full performance level) of this position is GS-12. The position may be filled at either the GS-09 or GS-11 grade level. The primary difference between grade levels is the degree of supervision, the level of training and guidance provided and the complexity of assignment. A person selected at the GS-09 or GS-11 grade level may be promoted progressively to the full performance level of GS-12 without further competition.

DESCRIPTION OF WORK AT THE GS-12 LEVEL



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The incumbent serves as a Budget Analyst in the Comptroller Office. Performs budgetary function in the formulation, review, and revision of the budget for the fiscal year operating plan for all appropriations. Performs extramural funds tracking and data quality control. Revises budgetary estimates to ensure budgets are neither exceeded nor under-spent. Researches, compiles, and summarizes budgetary data by appropriation, program results code, object class, and line item for formulation of budget estimates, coordinating input from program managers.

Analyzes, selects, and enters budgetary information into the Information Financial Management System (IFMS). Monitors and tracks obligations throughout the execution phase of the annual budget. Resolves budget issues arising from reviews, serving as a liaison between Divisions and their staff.

Uses automated data systems to monitor budget execution data for inclusion in analytical budget reports, briefings or fact sheets. Develops portions of annual operating budgets based upon analysis of past performance and forecasts of changing program and related costs. Compares and contrasts current and historical budget data for similar programs and activities to anticipate needs for additional funding or reprogramming actions. Works with established accounting structures and concepts, appropriation processes, Federal financial reporting, and funds control practices. Performs other duties as assigned.

EMPLOYMENT CONDITIONS: The position may be subject to one or more of the following:

Union: ☐ Covered by NTEU
Medical Monitoring: NO ☐
Drug Testing: ☐ NO
Financial Disclosure: YES
Supervisory Probationary Period: NO
One Year Probationary Period: NO, unless on a current probationary period.
Position Sensitivity Level: Nonsensitive ☐

QUALIFICATION REQUIREMENTS

Applicants must meet the specialized experience requirements, including any selective placement factor(s), described in this announcement and U.S. Office of Personnel Management's Operating Manual for Qualifications Standards (www.opm.gov/qualifications/index.htm) by the close of the announcement. Federal employee applicants must also meet all applicable eligibility requirements (e.g. time-in-grade and time-after competitive appointment requirements) within 30 calendar days of the closing date of this announcement. Part-time experience is prorated in crediting experience (e.g., if you work 20 hours per week for 12-months period you will be credited with 6 months of experience).

GS-9: Minimum qualifying experience is one year of full time experience performing basic budget analyst duties equivalent to the GS-7 level. At this level, the incumbent demonstrates an understanding of different budget

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appropriations to monitor and track obligations to ensure budgets are neither exceeded nor under-spent.

GS-11: Minimum qualifying experience is one year of full-time specialized experience performing a variety of budget functions equivalent to the GS-09 level. At this level, the incumbent demonstrates in depth knowledge of budget functions such as; budget formulation; reviews; revisions; funds tracking; budget estimates; and projections.

SUBSTITUTION OF EXPERIENCE FOR EDUCATION

In lieu of experience, applicants may substitute education for experience to qualify for this position as follows:

For the GS-9 level:

- a. Master's degree or equivalent from an accredited college or university, or two full years of progressively higher level graduate education leading to such a degree; OR
- b. A combination of graduate education and experience. Only graduate education in excess of one year (18 semester units) will be considered when combining education and experience.

For the GS-11 level:

- a. Ph.D. or equivalent doctorate degree, or three full years of progressively higher level graduate education from an accredited college or university leading to such a degree; OR
- b. A combination of education and experience. Only graduate education in excess of two years (36 semester units) will be considered when combining education and experience.

EVALUATION CRITERIA

Applicants who meet the qualification requirements will be further evaluated on their responses to the on-line announcement questions. Applicants will be rated on the extend and quality of experience, education, and training relevant to the duties of the position. Eligible applicants will receive a numerical rating based on their responses to the application questions for this position submitted online via EZHire@EPA. These responses must be substantiated by your online resume. Applicants who do not respond to the application questions may be rated ineligible.

Note: EZhire will assign a tentative rating based on your response to the application assessment questions. This tentative rating is subject to change once your application package (including your response to the applicant assessment questions) is reviewed by a Human Resources Specialist.

WARNING! Your answers will be verified against information provided in your



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on-line resume. Be sure that your resume clearly support your responses to all the questions by addressing experience and education relevant to this position. If you exaggerate or falsify your experience and/or education, you may be removed from employment consideration. You should make a fair and accurate assessment of your qualifications.

HOW TO APPLY FOR THIS VACANCY ANNOUNCEMENT: Please follow directions for paragraphs 1, 2 and A.

1. Resume and application questions for this vacancy MUST be received on-line via the www.epa.gov/ezhire web site BEFORE midnight Eastern Standard Time (EST) on the closing date of this announcement. If you fail to submit a COMPLETE online resume, you WILL NOT be considered for this position. U.S. Office of Personnel Management (OPM) pamphlet (OF-510) Applying for a Federal Job explains what information your resume must contain in order for your resume to be considered complete. You may view OF-510 Applying for a Federal Job from the OPM web site at www.opm.gov/forms/html/of.asp.

Paper applications WILL NOT be accepted and requests for extensions WILL NOT be granted. If applying online poses a hardship to any applicant, the servicing Human Resources Office listed on the announcement will provide assistance to ensure that applications are submitted online by the closing date. Applicants MUST CONTACT the servicing Human Resources Office PRIOR TO THE CLOSING DATE to speak to someone who can provide assistance for online submission. If you have accessed this announcement from an alternate web site please visit www.epa.gov/ezhire to apply for this position.

2. Submit all required supplemental application materials by the closing date of the announcement (including Saturdays, Sundays, or government holidays). Supplemental application materials must be sent to either the contact address or fax number identified below and must include your name and the announcement number for which applying. Any materials received after the closing date of the announcement will not be accepted. Failure to clearly mark each document with your name and announcement number may result in your application not being accepted for employment consideration. Supplemental application materials may include one or more of the following:

A. Foreign Education: If you are qualifying for this position in part based upon the substitution of foreign degree or education for experience, applicants must have their foreign education certified by an accredited American Academic Institute or private credentials evaluation service. Reference: www.opm.gov/qualifications/Sec-II/s2-e4.htm#e4a (Mandatory, if applicable - Failure to submit by the closing date will result in an ineligible rating.)

ADDITIONAL APPLICATION INSTRUCTIONS

Please include your name and the announcement number on each page of your documentation to ensure proper processing of your application. Supplemental materials not properly labeled or received after the closing date will not be considered.



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Please do not submit any additional documentation which has not been requested in this announcement. For example, do not submit copies of resume, performance appraisals, awards, training certificates, writing samples, or any other non-requested materials.

FAX NUMBER: 415-947-8024

MAILING ADDRESS:

U.S. Environmental Protection Agency, Region 9
Human Resources Office, PMD-12
75 Hawthorne Street
San Francisco, CA 94105

WHERE TO OBTAIN MORE INFORMATION

You may search www.usajobs.opm.gov or you may call our office at (415) 972-3817.

REASONABLE ACCOMMODATION

EPA provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Agency. The decision on granting reasonable accommodation will be made on a case-by-case basis.

EQUAL EMPLOYMENT OPPORTUNITY

EPA is an equal opportunity employer. Selection for this position will be based solely on merit without regard to race, color, religion, age, gender, national origin, political affiliation, disability, sexual orientation, marital or family status or other differences.

APPLICANTS MUST BE U. S. CITIZENS OR RESIDENTS OF AMERICAN SAMOA OR SWAINS ISLAND